



Office of the Attorney General  
State of Texas

DAN MORALES  
ATTORNEY GENERAL

November 7, 1991

Mr. Roger Lee  
General Counsel  
Wichita Falls I.S.D.  
912 City National Building  
807 8th Street  
Wichita Falls, Texas 76301

OR91-557

Dear Mr. Lee:

You ask whether certain information is subject to required public disclosure under the Texas Open Records Act, article 6252-17a, V.T.C.S. Your request was assigned ID# 14056.

The Wichita Falls Independent School District (the district), which you represent, has received a request for lists of unclaimed payroll and accounts payable checks. You assert that the district does not possess any lists as requested. You request a determination as to whether the district is "required to expend the administrative time necessary to create records and compile such lists in order to comply with the request."

Open Records Decision No. 467 (1987) held that the Open Records Act does not require the preparation of information in a form requested by a member of the public. *See also* Attorney General Opinion JM-672 (1987); Open Records Decision Nos. 458 (1987); 452 (1986). Accordingly, you need not disclose the requested information in any form other than in that in which it currently exists.<sup>1</sup>

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<sup>1</sup> You indicate that "all but 248 of the approximately 1655 person workforce of the District have elected to have the nondisclosure rights extended by Section 3A(a) of the Act." Accordingly, any release of existing information may not include the addresses and telephone numbers of district employees who have complied with the provisions of section 3A. *But see* Open Records Decision No.

Because case law and prior published open records decisions resolve your request, we are resolving this matter with this informal letter ruling rather than with a published open records decision. If you have questions about this ruling, please refer to OR91-557.

Yours very truly,



William Walker  
Assistant Attorney General  
Opinion Committee

WW/GK/lcd

Ref.: ID# 14056

cc: Mr. Robert Sanders  
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